

HOUSING MANAGER

DEFINITION

The Housing Manager performs a wide variety of complex management, administrative, and problem-solving work related to the City's housing programs. The Housing Manager is the primary resource for staff technical expertise for affordable housing programs, and housing issues in the City.

DISTINGUISHING CHARACTERISTICS

This position is responsible for planning, managing, and supervising affordable housing development programs for the City of Hayward; and is responsible for assuring compliance with all Federal, State, and local rules and regulations related to affordable housing and other housing programs in the City. The Housing Manager will also serve as a community liaison and will work extensively with neighborhood stakeholders and tenants on the purchase of State-owned and other, single-family, residential properties in the City.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Redevelopment Director. The Housing Manager provides direct and indirect supervision to professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Develops housing policies, including those for affordable housing, and presents them to executives and policy makers in the City. Educates community and the City organization on progressive housing policies as they may best fit with the City of Hayward. Promotes, implements, and evaluates the effectiveness of the City's housing programs.
2. Builds on the City's commitment to transit-oriented development. Strives to establish Hayward as a leader in housing and quality housing choices for its residents, and in green building and green practices related to housing.
3. Administers the City's First-Time Homebuyers Program and Inclusionary Housing Ordinance.

EXAMPLES OF DUTIES – continued

4. Seeks grants and other Federal, State, and private funding to support a full array of housing choices in the City. Administers directly or through contract the programs funded by a variety of funding sources. Assures accurate, timely reporting to the City and the funding or regulatory agencies.
5. Monitors and evaluates all affordable housing programs to assure they achieve their intended outcomes. Participates in the evaluation of all other housing programs in the City.
6. Analyzes proposed housing development, acquisition, and/or rehabilitation of affordable housing developments for financial feasibility and potential to meet the City's goals regarding affordable housing. Provides recommendations for such projects requesting City/Redevelopment Agency assistance or approval.
7. May initiate housing projects, develop financing applications and assist in selection of architects, engineers, contractors, and other consultants. Work with professionals in project planning and development; and establish construction time and cost schedules.
8. Provides timely and accurate daily coordination of the City's foreclosure outreach efforts and routinely collects timely statistical information regarding neighborhood stabilization and quality of life related to foreclosures and vacant and/or abandoned properties.
9. Builds relationships/partnerships with community stakeholders to further the community's agenda and agency's outreach activities as it relates to affordable housing.
10. Participates in the preparation of the Division's annual budget, including staffing, support resources, and program or project needs.
11. Negotiates and administers consultant contracts and agreements. Assumes responsibility for a variety of personnel activities, including supervision, performance evaluations, training, and recommended hiring of personnel.
12. Prepares and presents oral and written reports to the City Council, other City bodies, and the community.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of the rules and regulations of current federal, state, and locally funded programs including redevelopment law as it pertains to affordable housing. Funding sources used by the City in its housing programs include but are not limited to: redevelopment low/moderate income housing set asides, federal HOME and Community Development Block Grant funds, American Recovery and Reinvestment Act (ARRA) programs including Neighborhood Stabilization Program funds, mortgage revenue bonds, and state low-income housing tax credits, MHP funds, and state Proposition 1-C funding.
- B. Experience in developing, compiling, submitting, and securing grants from state and federal agencies and/or private foundations or other sources.
- C. Knowledge of financial and legal instruments and concepts relative to affordable housing acquisition, disposition, regulation, loan, and grant packaging. Ability to review and analyze such documents is essential. Experience with mortgage revenue bond issues.
- D. Knowledge of affordable housing economics, developer proforma review and analysis, and finance issues associate with affordable housing. Ability to use financial analysis techniques such as debt coverage, cash-flow analysis, and capitalization analysis.
- E. Knowledge of methods and sources used in analyzing local housing and economic trends.
- F. Ability to communicate clearly and concisely, orally and in writing.
- G. Skill in public and interpersonal relations in a group setting or in a one-to-one situation.
- H. Knowledge and experience in: Internet Explorer; Excel; Outlook; Word; Microsoft PowerPoint; Windows Operating System. Knowledge of Microsoft Project Manager or similar a plus.
- I. Possess supervisory and management principals and techniques.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

At least four years progressively responsible experience in housing development and housing issues, which must include in-depth knowledge of public-sector affordable housing policies and programs. Experience in the private sector working with or for housing developers is also desirable. Fluency in Spanish or other non-English languages of the Hayward area is desirable. Supervisory experience is also desirable.

Education:

Equivalent to a Bachelor's Degree in urban planning, business, public administration, public policy, economics, or a related field. A Master's Degree is highly desirable.

License:

Maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions and qualifications must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One year

726CS09

October 2009

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt